Admin Tab –

Forms –

Register and Manage Login Names
Allows Users to view all the Users of the database and to which areas they have permissions and restrictions.

Frequently Asked Queries
Allows Users to find and assemble frequently requested reports of raw data.

Change Password
Gives Users the ability to change their HFDS password.

Data Dictionary
Tool that shows what each column in every database table is used for.

Object Descriptions / Naming Conventions
Allows future developers to quickly understand how the database was organized and set up and what naming conventions were used. This item will not be covered in detail since it is a feature that will rarely be accessed by most Users.

Training (Working Version)
This is the data form where the training manual information is entered.

Register and Manage Login Names –

What is "Register and Manage Login Names"?
This form is used to restrict a person's ability to view and update data. The form also shows which tabs each User has permission to update.

How does the form work?
First select a User from the Field Office Navigation box. The User ID and Login Name of individuals within those Field Offices will be displayed. To determine what access parameters a User has it is necessary to click on the User ID or Name - this action will update the information (Area and Addr ID) displayed in the lower portion of the window.

What does it mean?
The first item to look at is the UserGroups (roles) that the User belongs to. These usergroups determine which sections of the database the User can update. If no usergroups are selected for the User, the User can only view, but not change, information that is in the database. Further restrictions are placed on the User by Area and Installation Name. If an addr ID has been selected for the User then they will be limited to only changing data for that particular installation. If no addr ID was selected and an Area has been, the User is limited to changing data for only that Area in the database.

Frequently Asked Queries –

What are Frequently Asked Queries
> Development of the Facilities Database is a dynamic process, i.e., continual improvements are ongoing to increase the efficiency and capabilities of the data input and management processes. In addition, Agency policy and other Federally mandated actions drive the need to manage and report data with varying prioritizations and subsets of data. The FAQ categories shown, and their associated listings of queries, allow Users to find and assemble reports or groupings of raw data that are of the most interest to them.

How does it work?
> Opening the Frequently Asked Queries (FAQ) window will display a two-part form. Selection of a FAQ "category" is first completed by using the pull down option in the upper left hand corner. For example selecting the "Energy" category results in the lower part of the form (titled "Questions in the Category") to be populated with all FAQ's for that category that have been developed and are available for use. Note that the FAQ's shown in this section are hyperlinked - this allows the User to click on the hyperlinked text to generate the FAQ report, response, or answer. To close the FAQ page click on the "X" in the upper right hand corner of the window - this will close the window and return you to the previous menu.

What if there is no FAQ for the question I have been asked?
> The FAQ's have been designed in such a way that you can find a question that is similar to yours and edit the given FAQ to get the answer you need.

Change Password –

How to change your password.
This is completed by entering the current password in the Old Password field followed by entering the new password in the New Password field. The command is executed by clicking on the Change Password button.

Why should you change your password?
The primary reason to change your password is to keep your data secure and keep other people from logging in as you and changing your data. Never make your username and password the same. This is the easiest way a hacker gains access to secured information. The latest IHS computer security guidelines should be followed when selecting a password.

Data Dictionary –

The data dictionary is:
>   The Data Dictionary allows Users to view the structure of all of the database tables within the HFDS, and provides future Users and/or managers of the Facilities Database the documentation necessary to easily refine, alter or convert the data stored within the tables.

What it is helpful for.
>   If you are working on a form and you see a field name and you are not exactly sure what it means you can always go to the data dictionary to look it up.

Walk Through - cnstr BLS
>   You see a field labeled "cnstr" and you think it may have something to do with a building.
>   1. Open the Data Dictionary
>   2. From the Table Name drop down box, select the table that holds building information (dbo_b_bls)
>   3. Look down the field name column until you find "cnstr" Click on it.
>   4. The description for the Field name is on the right-hand side of the form. At the bottom of the form are the codes that are relevant for this field.

Object Description/Naming Conventions –
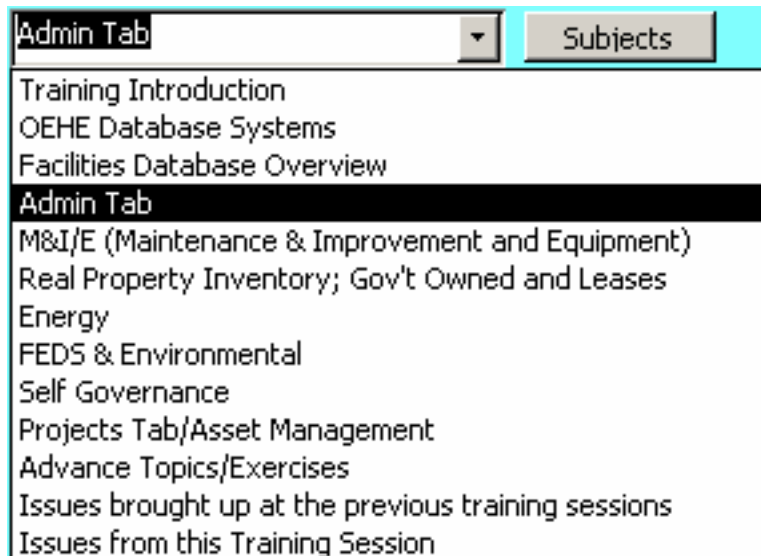
Object Descriptions / Naming Conventions

Series	10	▾
Type	Table	
Descripton	Table,	

Object Name
▶ dbo_b_addr
dbo_b_bls
dbo_b_bls_cap_impr
dbo_b_bls_sbldg
dbo_b_feds
dbo_b_sg
∗

Record: ◀◀ ◀ | 1 |

Series	Type	Description
10	Table	Table, Main
20	Table	Table, Lookup
100	Report	RPI
110	Report	RPI, Area Summary
120	Report	RPI, IHS Summary
130	Form	RPI
140	Report	RPI Vouchers
150	Form	Capitalization & Depreciation
150	Report	RPI, deferred maintenance
180	Form	Project Expenses
210	Form	RPI, Lease
250	Report	RPI, Lease
330	Report	M&I Allocation
340	Report	M&I Allocation Summary
350	Form	M&I

Record: ◀◀ ◀ | 1 | ▶

This table allows future developers to quickly understand how the database was organized and set up and what naming conventions were used. This item will not be covered in detail since it is a feature that will rarely be accessed by most Users.

Training (Working Version) –

Overview

The training data form allows you to find detailed information on any subject in the HFDS. The topics available are shown in the expanded drop-down box below.
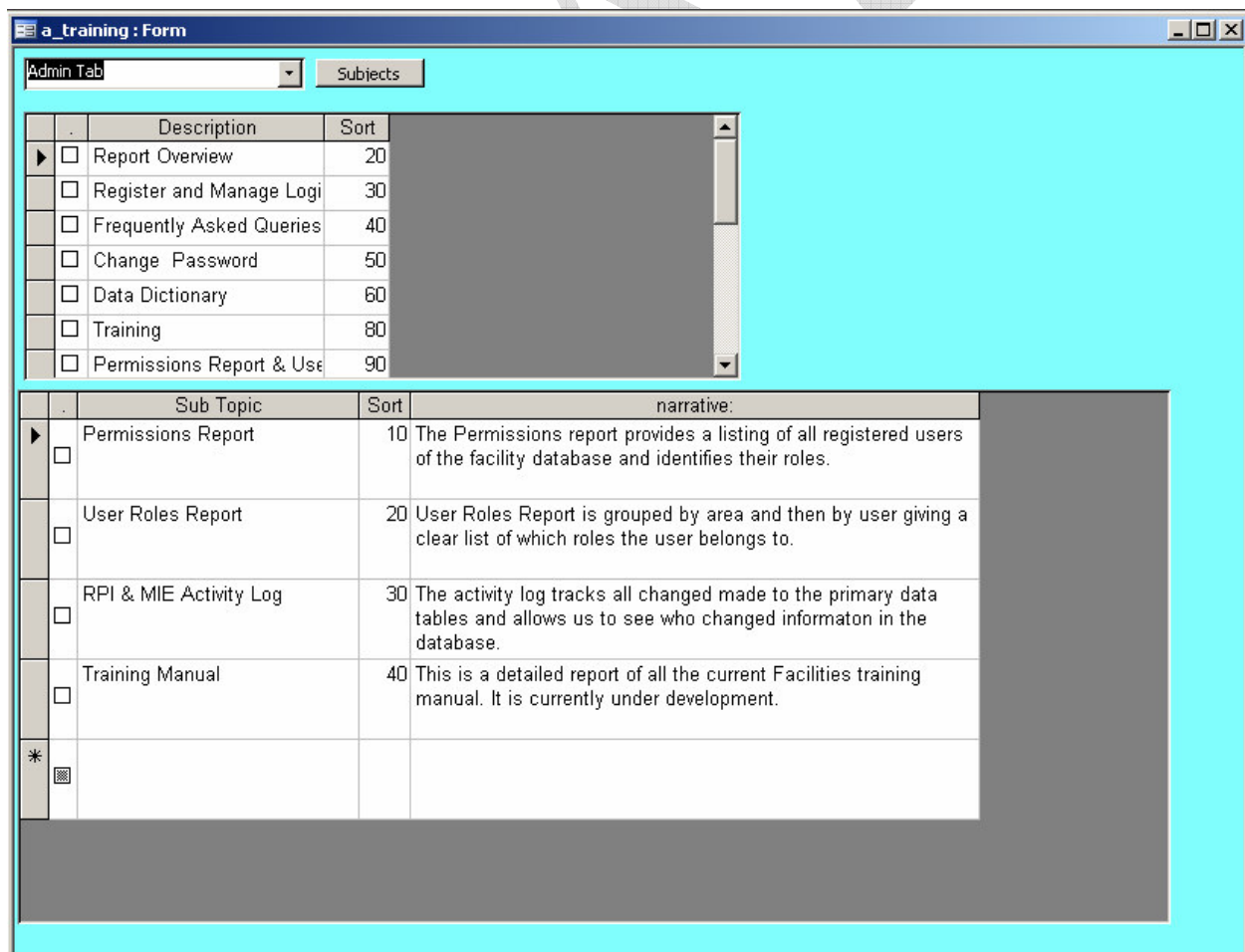
Admin Tab ▾	Subjects

Training Introduction
OEHE Database Systems
Facilities Database Overview
Admin Tab
M&I/E (Maintenance & Improvement and Equipment)
Real Property Inventory; Gov't Owned and Leases
Energy
FEDS & Environmental
Self Governance
Projects Tab/Asset Management
Advance Topics/Exercises
Issues brought up at the previous training sessions
Issues from this Training Session

When a subject is selected, the table will be populated with the available topics and subtopics. Some items have screen shots attached to them which will cause the form to slow down while the image loads.

a_training : Form

Admin Tab ▾   Subjects

.	Description	Sort
▶ ☐	Report Overview	20
☐	Register and Manage Logi	30
☐	Frequently Asked Queries	40
☐	Change Password	50
☐	Data Dictionary	60
☐	Training	80
☐	Permissions Report & Use	90

.	Sub Topic	Sort	narrative:
▶ ☐	Permissions Report	10	The Permissions report provides a listing of all registered users of the facility database and identifies their roles.
☐	User Roles Report	20	User Roles Report is grouped by area and then by user giving a clear list of which roles the user belongs to.
☐	RPI & MIE Activity Log	30	The activity log tracks all changed made to the primary data tables and allows us to see who changed informaton in the database.
☐	Training Manual	40	This is a detailed report of all the current Facilities training manual. It is currently under development.
* ▨			

Reports –

Permissions

The Permissions report provides a listing of all registered users of the facility database and identifies to which areas they have permissions and restrictions. The Users are grouped by the Area that they have access to. The check boxes show which parts of the facilities database they have the ability to change data.

User Roles

The User Roles report is grouped by Area and then by User giving a clear list of roles to which the User is assigned. The roles can also be found by using the Register and Manage Login Names form.

User Geographical Constraint

This report provides a list of facilities/installations to which the User can make changes.

Training (Working Version)

This is a detailed report of all the current Facilities training manual. It is currently under development.

Screen shots of the reports were not included as clicking on the button will generate the selected report with no further interaction from the User.